

Bereavement Leave

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Bereavement Leave

Upon request, and with the approval of the Executive Director, full-time permanent employees may be granted time off with pay not to exceed five (5) consecutive working days due to bereavement as a result of the death of a spouse, child, sibling, parent, grandparent, or grandchild, and/or a spouse's child, parent, grandparent or grandchild.

Length of bereavement leave approved shall depend upon distance the employee is required to travel to attend funeral and other responsibilities of the employee related to the loved one's passing.

In addition, full-time permanent Service Coordinators shall be granted one working day off with pay due the bereavement as a result of the death of an individual assigned on their caseload.

Other absences due to death of loved ones, when approved, shall be charged to employee's accumulated annual vacation time.